SCHEDULING OF ADPICS REPORTS

Starting January 13, 1999, the ADPICS report schedule was changed. This was done to coincide with the R*STARS monthly report run. Following is the revised ADPICS reports schedule:

· From January through July the following reports will be generated twice a month, the same day as the R*STARS monthly report batch run and the last Friday of the month. From August through December, they will be generated weekly in the Friday night batch run.

PCHR0210 Open Requisition Report

PCHR0212 Open Purchase Order Report

PCHR0325 Aged Open Payables Report

PCHR0506 Unpaid Receivers Report

· The following ADPICS reports will be generated quarterly with the R*STARS monthly reports for each month which is the end of a quarter.

PCHR0020 Vendor Bid Statistics

PCHR0620 ADPICS Security Report

· The following ADPICS reports will continue to be generated monthly on the last work day of the month.

PCHR0980 Travel Proximity Report

PCHR0990 Travel Frequency Report

The schedule of R*STARS monthly batch report runs can be found on the R*STARS news screen or under Calendars on the MAIN Web Page at http://mainweb.state.mi.us.